



Foreign Affairs Manual

4 FAM – Financial Management

Change Transmittal: FIN-402

Date: June 17, 2009

4 FAM 040 FINANCIAL MANAGEMENT CONTROLS

Changes

1. The following changes were made to this subchapter:
 - **4 FAM 041, General Statement**—Under the Federal Managers' Financial Integrity Act of 1982, Public Law 97-255, codified at 31 U.S.C. 3512, each executive agency must provide reasonable assurance that funds, property, financial information, and other assets are safeguarded against waste, loss, unauthorized use, and misappropriation.
 - **4 FAM 046, Safeguarding of Resources**—All funds, cash, collections, financial information, property, and other resources for which the Department is responsible will be appropriately safeguarded to prevent misuse, misappropriation, unwarranted waste, deterioration, or destruction.
2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
3. Revisions since the last update appear in *italic* and *dark magenta*. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes appear in italic, which provides a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 4 FAM 040 (TL:FIN-395, 10-08-2008; 5 pages) and replace it with new subchapter 4 FAM 040 (5 pages).
2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT: GEN-402 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/ISS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(RM/DCFO/MC)